



The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2011, is a national public institution mandated to provide legal aid to persons with insufficient means. In a bid to provide quality legal aid service to the nation, the Bureau invites applications from qualified candidates to fill the following vacant posts:

Vacancy Number	:	LAB/1/25
Title	:	Human Resource Management Officer (1 post)
Grade	:	Grade I
Reporting to	:	Principal Human Resource Management Officer
Salary	:	Salary range of Grade I in the Legal Aid Bureau
Duty Station	:	Blantyre

Duties and responsibilities

- Planning and coordinating recruitment and selection of staff
- Maintaining the Bureau's Authorized Establishment
- Coordinating disciplinary matters
- Advising and coordinating the Performance Management System, facilitating annual reviews of staff work performance, act as a conduit for any staff issues and negotiate staff employment conditions within agreed budgets
- Planning and coordinating training of staff

- Advising Management on Human Capital forecasts (planning, succession and career plans) to ensure right skills and competencies
- Participating in the development and implementation of sound HR policies and systems
- Monitoring changes in the employment law and how they affect conditions of service and make appropriate recommendations to Management
- Developing consistent HR policies and strategies relating to remuneration, retention, employee welfare, health and safety, performance management, succession, and other HR matters that arise
- Developing effective retention and succession strategies and facilitating leadership and development training
- Carrying out such other duties as may be required

Qualifications and work experience

- Bachelor's Degree in Human Resource Management or any other related field from a recognised accredited university
- A minimum of 2 year-experience in a busy institution

Vacancy Number : **LAB/2/25**

Title : **Assistant Accountant (1 post)**

Grade : **Grade K**

Reporting to : **Accountant**

Salary : **Salary range of Grade K in the Legal Aid Bureau**

Duty Station : **Lilongwe**

Duties and Responsibilities

- Entering and verifying the accuracy of financial transactions
- Performing bank reconciliations and other reconciling tasks as needed
- Maintaining accuracy of organized financial records and documents
- Assisting preparation of financial statements and reports
- Assisting the processing of accounts payables and receivables
- Assisting budgeting as needed
- Supporting the accounting team with various tasks as needed

Qualifications and experience

- Diploma in Accounting or any other related field from a recognised accredited university
- A minimum of 1 year-experience in a busy institution

Mode of Application

Interested candidates should submit application letters, Curriculum Vitae with three (3) traceable referees and copies of professional certificates to the following address:

The Director
 Malawi Legal Aid Bureau
 1st Floor Shire Building, Off Paul Kagame Road
 P.O. Box 675
 Lilongwe

Or

Email: recruitment@legalaidbureau.org

All applications should reach the Director not later than 4:30 pm on Thursday 14th August, 2025.